Wedding Policy

First Presbyterian Church of Kirkwood

Congratulations! We are delighted that you are considering entering married life at First Presbyterian Church. The ceremony is a service of worship which mirrors the Sunday morning service and thus requires thorough preparation, both spiritual and temporal. This ceremony can take place in our beautiful sanctuary or in the lovely chapel.

We believe that marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage is a civil contract between two people. For Christians, marriage is a covenant through which two people are called to live out their life of discipleship together. In a service of Christian marriage, a lifelong commitment is made to each other and is publicly witnessed and acknowledged by the community of faith. We happily join same gender couples in marriage. As a service of worship, the marriage service is under the direction of the minister and the supervision of the Session.

The pastors and staff of The First Presbyterian Church of Kirkwood are eager to help make your wedding a meaningful, faithful, and joyous experience, and ask that you give careful attention to the following guidelines.

It is the responsibility of the couple to read this wedding policy carefully and to see that its provisions are kept by all members of the wedding party. The couple will also need to sign and return the statement page at the back of the policy confirming that it has been read and understood. This is to ensure that there is no misunderstanding or deviation from the established guidelines and policies.

Reserving a Wedding Date

Inquiries about having your wedding at First Presbyterian Church should be directed to the Business Manager, who will check date availability and connect you with a pastor. Unless specifically requested you will work with the pastor who is available.

The couple must personally talk with the pastor before the date can be confirmed and announced and the church reserved.

Weddings may not be scheduled when in conflict with use of any of the Church's facilities. Weddings and rehearsals shall not be scheduled on Sundays, New Year's Day, the days of Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day.

Pastor

The pastor from The First Presbyterian Church has primary responsibility for the order and conduct of the wedding service. If you wish to include an assisting pastor who is not on the staff of The First Presbyterian Church of Kirkwood, please make your request to the presiding pastor.

Pre-Marital Conversations

Couples will participate with the presiding pastor in several conversations about marriage prior to the wedding. The couple is responsible for arranging these meetings with the pastor at least three months before the wedding. These conversations are very important. If they do not take place, the presiding

pastor can decline from participating in your wedding and remove the wedding date from The First Presbyterian Church's calendar.

The pastor also has the right to withdraw from participating in the wedding and remove the wedding from the church's calendar if they, in their sole discretion, determine that the couple should not be married based on the pre-marital conversations and/or any other information that becomes known to them. In the event of such an occurrence, the deposit paid to hold the wedding date on the church calendar shall be refunded.

The Service

A wedding service at The First Presbyterian Church of Kirkwood is a Service of Worship. Thus, the wedding will be based on the liturgy found in the Presbyterian Book of Common Worship and the guidelines established by the Session. It is appropriate for the service to include special music, hymns, Scripture readings and a brief homily by the pastor. The officiating pastor will review the order of service and appropriate options with the couple.

Music

Because the wedding service is Service of Worship, music is provided by musicians of First Presbyterian Church. Music included in the service must be appropriate for worship. Therefore, secular and recorded music are not permitted. At least two months prior to the service, the couple should contact the Director of Music who will assist them in choosing appropriate music for their service. If desired, the Director of Music will also arrange for special musicians such as vocal soloists and instrumentalists. An additional fee will be charged for special musicians. If you would like to include a guest musician in your service, please talk to the Director of Music.

Marriage License

The State of Missouri requires that all couples married in the state have a valid marriage license. The couple is responsible for obtaining the license prior to the wedding date and shall bring it to the pastor no later than the time of the wedding rehearsal. The pastor will not perform the wedding ceremony without a valid marriage license.

The Wedding Guild

Members of the wedding guild are unpaid assistants who serve your family and the church as an act of hospitality and welcome. A representative or two from the wedding guild will be assigned to assist the pastor and your wedding party at your ceremony. They will act in a coordinating role to ensure that assigned responsibilities are carried out and that the worship ceremony goes as planned. The representatives will meet with you prior to the wedding. They will also attend both the rehearsal and ceremony.

Alcohol and Tobacco Products

Because we care about you and your health, First Presbyterian Church is a smoke-free facility. This also includes vaping. In addition, alcohol is not permitted on church property. If the bride or groom is under the influence of drugs or alcohol the wedding will be cancelled.

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Dressing at the Church

There are areas available for the bridal party to dress at the church. Two rooms with clothing racks, full length mirror and restroom are available for the wedding party. Care should be taken of all personal items as the church cannot be responsible for missing articles. If you plan to dress at the church, we recommend that you designate a friend to be responsible for getting personal items such as purses, electronic equipment, and clothes to your cars prior to the ceremony. You probably will not have an opportunity to return to the dressing area after the ceremony. Food and non-alcoholic beverages may be brought into the dressing rooms; however, you are responsible for cleaning up.

Worship Space Decorations

You are welcome to add to the beauty of the space with two flower arrangements. We have stands for flowers. You may decorate the ends of the pews if they are easily removeable and do not damage the pews. We do not allow the use of tape, pins, tacks, aisle runners or aisle/pew candles. There are 25 pews on the center aisle. The sanctuary seats 700 people and the chapel seats 100. You may decorate the sanctuary up to two hours before the wedding ceremony.

Photography

A wedding is a worship service therefore, the photographer and videographer should not be intrusive in the ceremony. Ordinarily, photographers arrive one hour before the service begins to set up and take pictures of the wedding party and their families. As the wedding party enters during the processional and exits during the recessional, pictures may be taken from the center aisle at the back of the sanctuary. Otherwise, we prefer that pictures not be taken during the service. Recording equipment can be set up in the balcony or chancel. The Wedding Guild assistant will indicate those areas. The equipment should be without light or noise.

Unity Candles

During the ceremony, special candles may be used to signify the joining of families into a new one. These family candles are yours to provide, and yours to keep after the ceremony. Candleholders are available if needed. If you plan to use candles, please bring them to the rehearsal.

Rice, Birdseed, Flower Petals, Confetti

We ask your courtesy in helping to keep the church building and grounds clean and litter-free. No rice, birdseed, flower petals or confetti may be thrown in or around church premises as they are difficult to clean off carpets and sidewalks. The release of balloons is also prohibited.

Bubbles make a lovely send-off at the church, or you may contact the location of your reception for their policies and have the “throwing” done as you leave the reception for your honeymoon.

Security

The church is a public building and requires the same attention to personal safety, the care of children, and the safeguarding of possessions that you would exercise in any public space. Therefore, you must always keep any valuables with you or put them in the possession of a responsible person in your family or wedding party.

Wedding Consultants

Preferences and circumstances sometimes make the services of a wedding consultant desirable for a couple. Once you enter the church, the consultant becomes a guest, and the pastor and First Presbyterian Church's Wedding Guild are in charge. (Consultants may assist the bride in the dressing room, if desired)

Questions?

If you have questions not answered by this information sheet, please direct them to the pastor who will officiate at your wedding through the church office or via email.

Fee Schedule

Fee Description	**Member***	**Non-Member**
Pastor	$500	$500
Organist	$350	$350
Custodian	$150	$150
Soloist (optional)	$150	$150
Worship Space – Sanctuary	N/C	$1200
Worship Space – Chapel	N/C	$1200
Livestreaming (optional)	$100	$100

*Member Rates are extended to the families of the wedding couple where at least one member of the couple is an Active Member or is a child of an Active Member.

Payment

Fees for the Worship Space (if applicable) will be paid in two installments. The amount of $500 will be due at the time the date is reserved and confirmed. The $700 balance of the Worship Space fee will be due one week prior to the ceremony. Checks should be made payable to First Presbyterian Church of Kirkwood and be delivered to the FPC Business Manager.

Fees for the Pastor, Asst Clergy, Organist, Soloist, Custodian, and Livestreaming Operator will be paid no later than one week before the ceremony. Checks should be made payable to the individual participants. The list of individual participants and the amounts will be sent to the family no later than two weeks before the ceremony.